

AUG 2010

INTERIM OPERATIONS MANAGER

The Swedish Cultural Center seeks an Interim Operations Manager for a period of three to six months beginning immediately. The ideal candidate is a strong organizational leader with expertise in operations and fiscal management; a background in hospitality industry management (hotel and/or food and beverage) is preferred but not required.

The Interim Operations Manager will report to the Swedish Cultural Center's Board of Directors and will have day to day responsibility for all aspects of the Cultural Center's operations, including: overseeing facilities and maintenance staff; overseeing facilities rentals and operations (including food and beverage services); providing administrative leadership; and overseeing all business functions (finance, HR, compliance, etc.)

The iconic Swedish Cultural Center, overlooking Lake Union, provides a link between generations of Scandinavians here and abroad and has become a "third place" for members of the community. Known for the quality of its varied programs, it provides an opportunity to socialize, learn about and experience all aspects of Swedish culture.

Send resume or CV and cover letter to:
searchcommittee@swedishculturalcenter.org

Additional information about the Swedish Cultural Center can be found online at: www.swedishculturalcenter.org